



Record Control Clerk I

Details

Job ID : 286

Title : Record Control Clerk I

Job Code : 517

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR PROVIDING BACKGROUND CHECKS TO GOVERNMENT, PRIVATE SECTOR AGENCIES AND INDIVIDUALS AND PERFORM REGULAR MAINTENANCE OF AN ON-LINE CRIMINAL RECORD INFORMATION SYSTEM. ALSO RESPONSIBLE FOR PHONE OPERATION, PROCESSING INTAKE OF PUBLIC REQUESTS, AND COMPLIANCE OF REQUESTS WITH AGENCY POLICIES.

Required Qualifications

Education : 2 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS – WRITTEN AND ORAL
- DETAIL ORIENTED

Job Preferred Knowledge

- EXPERIENCE HANDLING MONEY
- CUSTOMER SERVICE EXPERIENCE

Job Duties

- PROCESSES RECORD CHECKS FOR DISSEMINATION
- RESOLVES SYSTEM PROBLEMS AND CUSTOMER COMPLAINTS
- PROCESS PHONE INQUIRIES
- DATA ENTRY AND MAINTENANCE
- AUDITING AND PROCESSING OF MONIES RECEIVED
- SOME TRAVEL MAY BE REQUIRED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- OTHER DUTIES AS ASSIGNED